



## **TIPS ON COMPLETING THE Z83 GOVERNMENT APPLICATION FORM**

An application is often the first opportunity the work seeker has to make a good impression and to access available job opportunities. The application form is used by only persons with original Identity Documents (ID) or official passport wishing to apply for an advertised position in a government department.

## **THE PURPOSE OF THE Z83 APPLICATION FORM**

It is to screen and identify suitable candidates for the next rounds of the selection process. The information provided in the Z83 job application is initially screened to determine whether the applicant meets the required minimum requirements and qualifications of the position for which one is applying for. The application form is considered by the selected shortlisting committee to discuss and agree on the selection criteria in order to select the most suitable candidates. With so many people checking and reviewing your application, it is important to ensure that the application form is neat and contains the relevant required information and supporting documents.

## **COMPLETING THE APPLICATION FORM Z83**

Set up a separate time dedicated to completing the Z83 application form to show the seriousness of securing a job opportunity. Please ensure that the application form is completed in full so that it can stand out from the rest and have a better chance of being favourably selected. Failure to complete all sections on an application form may lead to your application not moving forward in the selection process, which is something you should avoid at all costs, regardless of whether you have attached the information on your CV. Bear in mind that mistakes do happen wherein some attachments might have got lost or you may not even aware that you did not submit all the attachments. Therefore, you will be on the safer side if you have fully completed the Z83 and provided all required attachments, in case such unexpected incidents happen.

## **OBTAIN A Z83 FORM**

The Z83 application form is available at any South Africa National, Provincial and most Government department's websites. You can also obtain one from any Designated Online Application Centre (DOAC) or download it from the [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) website. You can also access the list of DOACs from the same website.



## **READ THE APPLICATION FORM CAREFULLY**

It is very important to make enough time and read the entire form thoroughly. This will help you to clearly understand all the questions on the application form. If you find it difficult to understand or satisfactorily answer some questions, you can ask someone to help you at a Designated Online Application Centre (DOAC).

## **FIRST IMPRESSIONS COUNTS**

Your Z83 application form is the first thing they see about you. Therefore, it is very important to complete your application form fully and neat to set the tone straight.

## **FOLLOW THE INSTRUCTIONS ON THE APPLICATION FORM**

Following instructions is an important ability to practice in your everyday life in order to attend in detail what is required. When the application form says complete the information required on the form, do as such. Do not say "attached CV and supporting documents". When it says, you may also attach the CV and supporting documents, do so as directed.

## **ENSURE THAT YOU HAVE PUT THE CORRECT REFERENCE NUMBER**

Since government receives many applications especially for entry level jobs it is important to make sure that you have put the correct reference number for each particular post you have applied for. This will assist you to avoid being unnecessarily disqualified because of such mistakes.

## **SIGN THE DECLARATION SECTION**

Please note that if your application form is not signed or dated, it is an immediate disqualification. In other words, your application will not be considered since it has not been authorized by the applicant. Please ensure that you complete the form fully and sign it off at the end.

## **ENSURE YOU ATTACH A CURRICULUM VITAE (CV) TO YOUR Z83 APPLICATION FORM**

Please ensure that you attach a detailed CV to your Z83 application form.



## Z83 CHECKLIST

Please ensure that you use the check list below on the pages below to determine if you have completed your Z83 application form directly.

<b>Z83 APPLICATION FOR EMPLOYMENT CHECKLIST</b>	<b>YES</b>	<b>NO</b>
<b>SECTION A</b>		
<b>POSITION FOR WHICH YOU ARE APPLYING (AS ADVERTISED)</b>		
Make sure that you fill in the job position/ title as shown on the advert and do not change or shorten it.		
<b>DEPARTMENT WHERE THE POSITION WAS ADVERTISED</b>		
Make sure you indicate the full name of the Department in which the position you are applying for is advertised, e.g. Department of Employment and Labour.		
<b>REFERENCE NUMBER (AS STATED IN THE ADVERT)</b>		
Write the reference number of the position you are applying for as it is reflected on the advert. Each Z83 application form is made for one position and not for more than one position, even though they have the same requirements.		
<b>IF YOU ARE OFFERED THE POSITION, WHEN CAN YOU START OR HOW MUCH NOTICE MUST YOU SERVE WITH YOUR CURRENT EMPLOYER?</b>		
You need to indicate the time you would like to assume your new job should you be considered successful.		
<b>SECTION B (Refer to the sample of the completed Z83 application form below)</b>		
<b>PERSONAL INFORMATION</b>		
Make sure that your full personal details are clearly written even though they are also reflected on your CV. This should include: your full names, Identity number, date of birth, race, disability, citizenship, nationality, work permit, disciplinary case, criminal record, discharged or retired from the Public Service, business interests, work experience, profession or occupation registration.		
<b>P.S.</b> Take note that you do not leave any question not answered, e.g. wherein a question is not applicable to you, do not leave an empty space on it – rather fill that space with this short format N/A to confirm that you have answered 100 % all the questions. See example on the filled Z83 below.		
<b>SECTION C (Refer to the sample of the completed Z83 application form below)</b>		
<b>CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS</b>		
It is advisable to select the telephone as a method for correspondence as it is fast to reach and more convenient. Ensure that you fill in at least two phone numbers of individuals who are reliable and trustworthy to inform you of any communication received regarding a post.		
<b>SECTION D (Refer to the sample of the completed Z83 application form below)</b>		
<b>SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY</b>		
Specify your language proficiency by rating levels of ability in speaking, writing and reading. For example, GOOD, FAIR, BAD.		



<b>SECTION E (Refer to the sample of the completed Z83 application form below)</b>		
<b>FORMAL QUALIFICATION (from highest to the lowest)</b>		
List all your formal qualifications starting from the highest to the lowest level relevant to the post applied for, e.g. Diploma (highest) and Matric (lowest).		
<b>SECTION F (Refer to the sample of the completed Z83 application form below)</b>		
<b>WORK EXPERIENCE (Also attach a detailed CV)</b>		
List all your work experiences starting with the most relevant to recent work experiences, even you can also include volunteering work, as per what is required.		
<b>SECTION G</b>		
<b>REFERENCES: (Name, Relationship and Contacts)</b>		
Make sure that you mention at least three individuals as your referees and can include previous supervisors, managers, or a colleague who can speak well about you based on your work experience and competence. Therefore, do not choose your friends and family members as your referees.		
<b>DECLARATION SIGNATURE, DATE, AND INITIAL</b>		
Make sure that the form has been signed, dated and initialled in each page before submission.		



**SAMPLE OF A COMPLETED Z83 APPLICATION FORM**

G.P. 81971431



Republic of South Africa

Z83 (81/971431)

**APPLICATION FOR EMPLOYMENT**

Effective 01 January 2021

**WHAT IS THE PURPOSE OF THIS FORM**

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. You need to fill in all sections of this form completely, accurately and legibly. This will help to process your application fairly.

**WHO SHOULD COMPLETE THIS FORM**

Only persons wishing to apply for an advertised position in a government department.

**ADDITIONAL INFORMATION**

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

**SPECIAL NOTES**

- All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.
- Passport number in the case of non-South Africans.
- This information is required to enable the department to comply with the Employment Equity Act, 1998.
- This information will only be taken into account if it directly relates to the requirements of the position.
- The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal information security and disciplinary code.
- The applicant may submit additional information separately where the space provided is not sufficient.
- Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.

**A. THE ADVERTISED POST (All sections of this form are compulsory)**

Position for which you are applying (as advertised) <b>ADMIN CLERK</b>	Department where the position was advertised <b>EMPLOYMENT AND LABOUR</b>
Reference number (as stated in the advert) <b>HR 4/4/15/05</b>	If you are offered the position, when can you start OR how much notice must you serve with your current employer? <b>IMMEDIATELY / OR 1 MONTH</b>

**B. PERSONAL INFORMATION<sup>1</sup>**

Surname and Full names <b>SOLLY CAIN</b>	
Date of Birth <b>00/00/94</b>	Identity Number <b>94000000000000</b>
Passport <sup>2</sup> number <b>N/A</b>	
Race <sup>3</sup>	<input checked="" type="checkbox"/> African <input type="checkbox"/> White <input type="checkbox"/> Coloured <input type="checkbox"/> Indian <input type="checkbox"/> Other
Gender <sup>3</sup>	<input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
Do you have a disability?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you a South African citizen?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, what is your nationality?	<b>N/A</b>
Do you have a valid work permit? (only if non-South African)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? <sup>5</sup> If yes (provide the details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have any pending criminal case against you? If yes, (provide the details) <sup>5</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever been dismissed for misconduct from the Public Service? <sup>4</sup> If yes (provide the details) <sup>5</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have any pending disciplinary case against you? If yes, (provide the details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you resigned from a recent job pending any disciplinary proceeding against you? <sup>4</sup> If yes, (please note that the provisions of the Public Service Act shall apply).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that you cannot be re-employed? <sup>4</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? <sup>6</sup> If yes, (provide the details) <sup>6</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>N/A</b>
Please specify the total number of years of experience you have	Private Sector
	Public Sector <b>6 MONTHS</b>
If your profession or occupation requires official registration, provide date and particulars of registration	Date
	Reg. No. <b>N/A</b>

Initial...**S.C.**



Z83 (81/971431)

<p>B- Each application for employment form must be duly signed and initiated by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.</p>	<b>C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS</b>				
	Preferred language for correspondence				ENGLISH
	Method of correspondence for	Post	E-mail	Fax	Telephone <input checked="" type="checkbox"/>
Contact details (in terms of the above)	071 450 0000 OR 0830000001				

<b>D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'</b>				
	Languages (specify)			
	ENGLISH	TSHIVENDA	AFRIKAANS	
Speak	Good	Good	Fair	
Write or read	Good	Good	Fair	

<b>E. FORMAL QUALIFICATION* (from highest to the lowest)</b>		
Name of School/Technical College	Name of qualification obtained	Year obtained
UNIVERSITY OF VENDA	DIP IN PUBLIC ADMIN	2016
PRETORIA HIGH SCHOOL	GRADE 12	2013
Current study (institution and qualification): UNIVERSITY OF SOUTH AFRICA : BTECH PUBLIC ADMIN		

<b>F. WORK EXPERIENCE (Also attach a detailed CV)*</b>							
Employer (including current employer)	Post held	From		To		Reason for leaving	
		MM	YY	MM	YY		
DEPT OF HEALTH	Office Admin	02	2021	→		To DATE /PRESENT	
DEPT OF LABOUR	Internship	03	2019	01	2021	Permanent Position	
If you were previously employed in the Public Service, is there any condition that prevents your re-appointment?						Yes	No <input checked="" type="checkbox"/>
If yes, Provide the name of the previous employing department and indicate the nature of the condition.						N/A	

<b>G. REFERENCES</b>		
Name	Relationship to you	Tel. No. (office hours)
De X	Supervisor	012 4000000
Mr Z	Manager	015 0000000
Ms P	Team Leader	0700000000

<b>DECLARATION</b>	
I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed.	
Signature:	Date: 23/02/2022